# Login Instructions

## 1. Get an Egov Account

    A. Go to the Wyoming Online Services Home Page https://egov.state.wy.us

    B. Select **'New Profile'** from the list of options on the left hand side.

        a. Enter the information requested. You do not need to enter your SSN or driver's license number.

        b. Write down your Login, or username, and password, as you will need them again soon.

    C. When it tells you that your egov profile has been added, sign out.

    D. If it says that you already have a profile, try to determine your Login (username) and password. Call the Egov help desk at 307-777-7400 if you are unable to log in. You will need your user name and password to request access to the Operator Certification database.

## 2. Request Access to the Operator Certification (OpCert) Database

    A. Go to the OpCert Home Page http://deq.wyoming.gov/wqd/operator-certification/

    B. Click on **'Login'** in the left-hand sidebar under **Resources**.

    C. Enter your egov username and password in the space provided.

    D. Read the information on the **Access Request Page** and click **'Start'**.

    E. Verify your information; fill in the Salutation (Mr. or Ms.) and make sure there is either a home or cell phone number listed; click **'Next'**.

    F. Select your role(s) from the list below; click **'Next'.**

        a. If you are an Operator, select **'Operator'**.

        b. If you are a Facility Signer, select **'Facility Admin'**.

        c. If you are an Owner or Owner's Representative, select **'Owner'**.

    G. Review your information. If you need to change something, click **'Back'** to edit. Click **'Submit'** when done.

    H. Click the **'Logout'** link on the blue header.

## 3. Verify Email Address

    A. Go to your email inbox for the email that you listed in your request.

    B. Open the email message from DoNotReply@wyo.gov and click on the **'Continue'** link at the bottom.

    C. Log in again using your egov username and password.

    D. You should see the message: "Your email address has been verified. You will receive another email when the process has been completed."

    E. Your request will be processed by DEQ staff, **usually within one business day.** You will receive another email from DoNotReply@wyo.gov notifying you of your access to the Operator Certification Database.

## 4. Logging In to the Operator Certification (OpCert) Database

    A. Go to the Operator Certification Home Page at http://deq.wyoming.gov/wqd/operator-certification/ , click on the **'Login'** link in the left hand sidebar, under **Resources**.

    B. Use your egov user name and password. **DO NOT CREATE A SECOND EGOV PROFILE!**

    C. Your account will lock after 2 failed attempts to log in; to unlock, contact the Operator Certification Office at 307-777-6128 or opcert@wyo.gov

    D. Return to the egov website (https://egov.state.wy.us/ ) to find or reset your password. The egov Helpdesk number is 307-777-7400.